

Continuation Grant Review Score sheet

Applicant:

Reviewer:

Scoring		
0	-	Did not meet the expectation/ Requirement
1	-	Met the requirement/expectation
2	-	Met expectation and has demonstrated positive experience

Conflict of Interest and Confidentiality Issues

AmeriCorps Grant Award Review Process

Thank you for volunteering for the Grant Review Workgroup. This is a big responsibility and it is vital we provide the most thorough possible evaluation to ensure we put forward the strongest applicants we have from our state. The Grant Review Workgroup will be reviewing all new, reCompleting, and continuation grant applicants.

Your designation as a Grant Review Member requires you be fully aware of policies regarding conflict of interest and the privileged nature of the applications.

Conflict of Interest

Prior to reviewing any proposals, you must inform the Governor's Office of Community Service (Governor's OCS) of any potential conflicts of interest or appearances thereof. If you become aware of any potential conflict of interest as you review an application, you must immediately notify a Governor's OCS representative. Examples of potentially biasing affiliations or relationships are listed below. The Governor's OCS will determine how to handle any appearances of or actual conflicts of interest and will inform you regarding what further steps, if any, to take.

Note: Grant Review Members should review these possible conflicts prior to the review process and sign the Conflict of Interests statement.

A conflict of interest or the appearance of a conflict may occur if you are directly or indirectly affiliated with an organization that has submitted a grant proposal for this review. As a reviewer, you must inform the Governor's OCS of any such potential conflicts. Examples of affiliations that may constitute conflicts could include any of the following:

1. Your personal submission of an application to the Governor's OCS or the Corporation for National and Community Service. If you have submitted an application, or have been personally involved in the preparation of an AmeriCorps State application.

2. Affiliation with an applicant institution. A conflict may be present if you have/hold:

- Current employment or are being considered for employment, at the institution or a consulting, advisory, or other similar position.
- Any formal or informal employment arrangement with the institution.
- Current membership on a visiting committee, board, or similar body at the institution.
- Ownership of the institution's securities or other evidences of debt. (Minor or indirect holdings are not considered conflicts.)
- Any office, governing board membership, or relevant committee chairpersonship in the institution. (Ordinary membership in a professional society or association is not considered an office.)
- Current enrollment as a student. (This is only a conflict for proposals or application that originate from a department or school in which one is a student.)
- Received and retained an honorarium or award from the institution within the last 12 months.

3. Relationship with someone who has personal interest in the proposal or other application.

- Related by marriage or through family membership.
- Business or professional partnership.
- Employment at the same institution within the last 12 months.
- Past or present association as thesis advisor or thesis student.
- Collaboration on a project or on a book, article, report, or paper within the last 48 months.

4. Other affiliations or relationships.

- Interests of the following persons are to be treated as if they were yours: Any affiliation or relationship of your spouse, your minor child, a relative living in you immediate household, or anyone who is legally your partner that you are aware of would be covered by Section 1, 2, or 3 of this Statement (except for receipt by your spouse or relative of any honorarium or award).
- Any other relationship, such as close personal friendship, you think might tend to affect your judgment or be seen as doing so by a reasonable person familiar with the relationship.

Confidentiality of Applications

Grant Review Members are given access to information about applicants for use only during the evaluation process and for discussion with fellow Grant Review Members and the Governor's OCS personnel. Therefore, you must not use information for your personal benefit or make it available for the benefit of any other individual or organization. You may, however, share any general information about the Governor's OCS and the Corporation for National and Community Service. (All applications should be returned to Governor's OCS staff at the conclusion of the review process.)

I have read the information regarding Conflict of Interest included in the AmeriCorps Grant Review Instructions and understand that I must contact the appropriate Office of Community Service official if a conflict arises during my term of service as a reviewer. I also will not divulge any confidential information I may become aware of during my term.

Name (Print Please): _____

Signature: _____

Review Panel: _____

Instructions for Scoring Applications

The Grant Review Workgroup role is critical to ensuring the selection of high-quality grant proposals. As a Grant Reviewer your primary responsibility is to read grant applications, review them for quality, and reach consensus on proposal quality with your fellow review members. Here are some of the key elements we want you to keep in mind as you begin the review process:

Assign scores based on given criteria in the RFP and 2011 Corporation for National and Community Service

AmeriCorps Application Instructions: Your rating should reflect your opinion of the applicant's ability to meet each criterion provided on the Grant Review Score sheet. Do not make assumptions about missing background or project information, review only what is included. **The Montana Strategic Initiatives will only be used for ranking - DO NOT penalize the applicant for lack of Montana Strategic Initiatives.

Read for substance: A high-quality application is not always grammatically perfect. Being a good grant reviewer requires an ability to judge the substance of an idea, rather than the manner in which it is presented.

Comment on program quality: Take the time to make thoughtful comments to justify your score; comment on both strengths and weaknesses.

Use specific and descriptive phrases in your comments, such as "the applicant did not adequately describe....."; "it is unclear whether....."; "the applicant should be asked to clarify.....".

Avoid interjecting your own biases: For example, even if you do not think tutoring programs are effective, your opinion should not affect the objective appraisal of a proposal for support of tutoring initiatives.

Comments: both verbal and written, during this process are public documents.

1. Read the Corporation for National and Community Service (CNCS) AmeriCorps Application Guidelines and Instructions

- Prior to reading ANY applications, this is extremely important.
- You will not be able to fairly evaluate a proposal unless you have an understanding of what has been asked by CNCS.

2. Review the Grant Review Score sheet

- The review questions were taken directly from the application guidelines and will help you read, evaluate and understand the main point.
- Each section of the scoresheet corresponds to one major section of the proposal.
- Questions at the beginning of each section will help you focus on the main points.

3. Lead Reviewer(s)

- You will be informed which application(s) you are the lead reviewer by Governor's Office of Community Service Staff.
- Each work group member will be a lead reviewer on at least 1 application.
- Lead reviewers will lead the work group discussion and interview of the applicant.
- The lead reviewer has a comprehensive understanding of the assigned application.
- Primary Responsibilities
- Open the discussion on the application by providing a very brief summary of the proposed program and comment on overall strengths and weaknesses.
- Lead section discussions. Reviewers must come to consensus on a final score to be awarded in each section before they move on to the next section.
- The lead reviewer will approve Consensus Review Score sheet created by Governor's Office of Community Service after consensus has been reached.
- This page will be sent to the applicant after the final selections are made.

4. Skim all of the applications before you begin scoring

- Understand how applications relate to one another in terms of general strengths and weaknesses.

5. You will rate the application on a numerical scale.

- Assign a score for each question on a scale of zero to two (score allocation chart included in packet).
- Provide specific comments about strengths and weaknesses on the score sheet that justify your score and identify issues that need to be clarified.

6. Do not write on the applications themselves.

- You may highlight or underline sections of the proposals, but do not write any comments.

7. Score Sheet

- Keep your grant review score sheets with you and bring them to the November 30th interview process. You will retain the score sheets after the December 1st meeting.

8. Consensus Scoring

- Consensus Scores will be determined on December 1st by the entire work group
- If the work group cannot come to a consensus then scoring will be based on averages of score totals

9. Final Ranking—to be done December 1st 2010

- Final Ranking is based on the consensus review score sheet, Montana initiatives, and the Governor's Office of Community Service staff recommendation.
- Final ranking is used to determine ranking among applications very close in consensus scores.

10. Review group will select one member to present the Grant Review Work Group recommendations to the full commission during the December 10th 2010 full commission meeting.

I. Continuation Narrative

Applicants are given the opportunity to change their original narrative, if they elect to do so please score and comment on changes to any of the following areas

2011 AmeriCorps Application	SCORE (0-2):	Comments (Strengths and Weaknesses)
-Rational and Approach		
-Community Outputs and outcomes		
-Organizational Capacity		
-Cost Effectiveness and Budget Adequacy		
-Evaluation Summary or Plan		
-Amendment Justification		
-Clarification Information		
-Continuation Changes		
Total	0	Of Possible 0

II. Enrollment and Retention

Does the Applicant?

Enrollment: If the program enrolled less than 100% of slots received during their last full year of program operation, did they provide an explanation, and describe their plan for improvement?

--

--

Enrollment rate is calculated by dividing regular slots filled plus refill slots filled by regular slots awarded.

Retention: If the program were not able to retain all of your members during their last full year of program operation, did they provide an explanation, and describe their plan for improvement?

--

--

While we recognize retention rates may vary among equally effective programs depending on the program model, we expect grantees to pursue the highest retention rate possible. Retention rate is calculated by dividing the number of members exited with award (full or partial award) by the number of members enrolled.

Total	0	Of Possible 0
-------	---	---------------

III. Multi state Applicants Only

Does the Applicant?

- Describe the manner and extent to which they consulted with the State Commission in the states in which they plan to operate?		
Total	0	Of Possible 0

IV. Performance Measurement

If the applicant proposes any changes to their methods of performance measurement please score the following

Does the Applicant?

- Describe the overall change they want to see by the end of the three-year grant cycle?		
- Explain how they will measure impact?		
- Explain how they will report on this on an annual basis?		
- Explain how they determined their performance measure targets?		
Total	0	Of Possible 0

V. Budget

2010 AmeriCorps Application	Score (0-2)	Comments(Strengths and Weaknesses)
Does the Applicant?		
-Provide a detailed budget for the upcoming year		
-Incorporate any required corporation increases		
Source of Match		
Does the Applicant?		
-Describe sources of match, amount, match classification, and match source		
Match Amount		
Does the Applicant?		
-Meet their match requirement		
Total	0	Of Possible 0

2010 AmeriCorps Applicant		Reviewer	
<p>Overall Strengths of Proposal:</p>			
<p>Overall Weaknesses of Proposal:</p>			

Reviewer Score									
Continuation Score									
	Total	0	Of Possible	0	Section Percent	#DIV/0!			
Section Percent	#DIV/0!	X	100	=	#DIV/0!	Final Score			

Interview Information

Interview Questions

Interview Comments

Grant Review

*This score sheet does not affect the application score and is used by the Grant Review Workgroup for ranking purposes only.

Scoring

- + Met and Demonstrated experience
- ✓ Met expectation
- Did not meet requirement/expectation

Montana State Service Plan

Montana State Initiatives

- The Governor's strategic initiative for clean energy
- The Governor and First Lady's strategic initiative for math and science education
- Expand and Promote Volunteerism in Montana

Does the Participant?	Score	Comment
- Have a plan to include the Governor's Clean Energy initiative		
- Have a plan to include the Governor and First Lady's Math and Science initiative?		

Montana Expectations for all Programs

- Disability inclusion in the design and delivery of the program
- A collaborative approach to program planning, design and delivery
- Demonstrated ability to successfully administer an AmeriCorps or other federal grant
- Addressing rural, underserved or areas of extreme poverty that are not currently served by AmeriCorps programs

Did the Participant?	Score	Comment
- Explain how their program will be inclusive?		
- Explain how their program will have a collaborative approach to program planning, design and delivery?		
- Demonstrate ability to successfully administer an AmeriCorps or other federal grant?		
- Address rural, understated or areas of extreme poverty?		
- Explain the how they intend to expand and promote volunteerism in Montana		

The Ranking Process will consider 3 factors: the grant review score sheet, the Montana Initiatives and Expectations score sheet, and the Staff Assessment and Recommendation sheet.

